Agency HRIS Payroll Reports

The following reports are available via the HRIS Data Warehouse:

- **Payroll Transactions Detail Report** - provides users with detailed payroll transaction data at the employee level.

- **Payroll Transactions Summary Report** – provides users with payroll transaction data at a summary level (grouped by expense distribution elements).

- **Payroll Transactions Detail Exception Report** – provides users with detailed payroll transaction data at the employee level, for employees whose expense distribution is not equal to their home agency expense distribution (e.g. this report will detail the payroll expenses for an employee in your agency's process level who is paid by another agency).

- **Consolidated Payroll Register Report** – provides users with payroll information in a format similar to a check register, by warrant at the employee level.

- **Employee Reimbursement Report** – provides users with employee reimbursement transactions paid by their agency, at the employee level, by pay date.

- **Employee Data Report –** provides users with a listing of active employees as well as certain key data associated with each employee.

- **Position (ZP02) Report –** provides users with a listing of active Positions, as well as the labor distribution elements associated with the Positions, and the corresponding Employee (HR11) information for filled Positions.

- **Position-Multiple Labor Distribution (XR23.3) Report** – provides users with a listing of active Positions (ZP02), the corresponding Employee (HR11) information for filled Positions, and any Multiple Labor Distribution Records (XR23.3) associated with each active Position.

- **Pay Code Listing Report** – Includes a current listing of active Pay Codes

- **Deduction Code Listing** – Includes a current listing of active Deduction Codes

The information provided in these reports will aide users in a multitude of ways, including: budget development, personnel and employer related expense analysis, and bi-weekly payroll reconciliation processes.

Procedure - Running an HRIS Data Warehouse Report

A. Navigate to the HRIS Data Warehouse Reporting Services website (note: The **recommended** web browser is Google Chrome)

    1. The website can be accessed two ways :

        i. By copying and pasting the following link to your browser: https://reporting.hris.azdoa.gov; or,

        ii. By clicking on the 'HRIS Web Reports' bookmark, located in the upper right hand corner of the HRIS Portal Home page:

Agency HRIS Payroll Reports
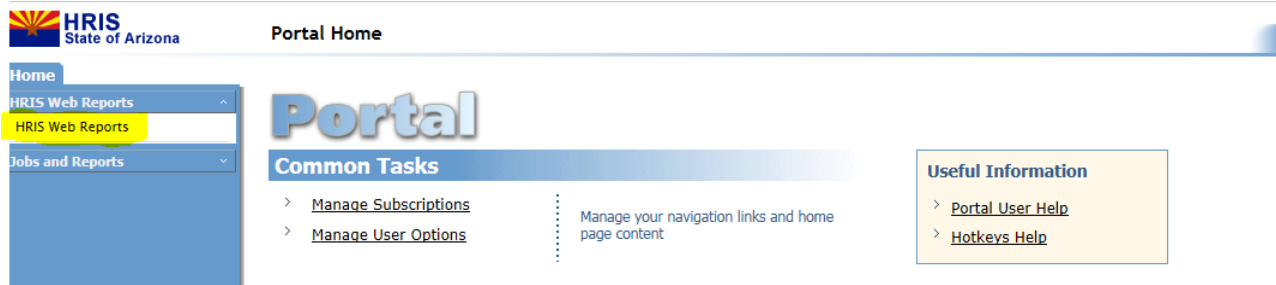
B. Enter your **HRIS Power User ID** and **Password** and then click **Log In**
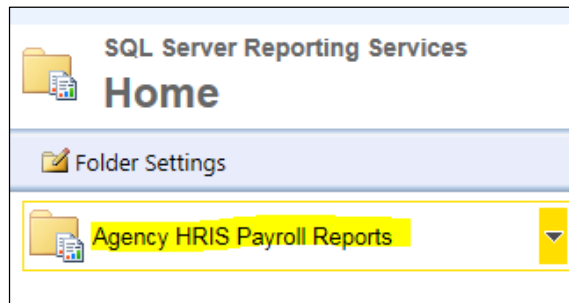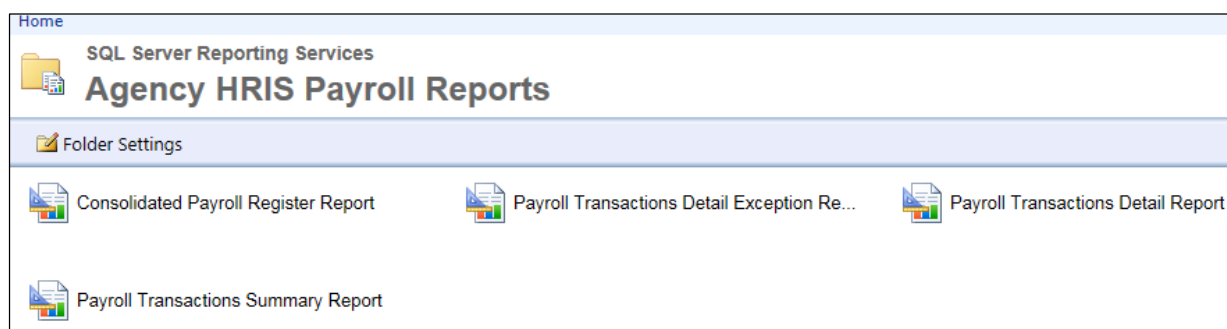

C. Select one of the available HRIS Payroll Reports

Note: The **SQL Server Reporting Services** home page will display the reports available to you according to your HRIS job role/security.

1. **Click** on the **Agency HRIS Payroll Reports** folder

2. **Click** on one of the available reports

D. Enter the Report Parameters
   1. There are three parameters for each report – *Agency, Check Begin Date,* and *Check End Date* – and all three are **required** to run each report.

2. **Select** your Agency from the drop down menu

3. **Enter** the **Check Begin Date** and **Check End Date**

Note: Larger agencies are discouraged from running each report for more than one pay cycle at a time, particularly the 'detailed' reports that produce large amounts of data.

To view transactions for a specific pay period, enter the same Check Date in the *Check Begin Date* field and the *Check End Date* field. Please note: the Check Date for Main Payroll is Thursday (D04) after Tuesday Compute. In the example below, the report will include all transactions processed during the Main Payroll for cycle 17 (FY2016).

Home > Agency HRIS Payroll Reports > Payroll Transactions Summary Report		
AGENCY	ATTORNEY GENERAL (DEPT OF LAW)	Check Begin Date 08/20/2015
Check End Date 08/20/2015		

Similarly, to view transactions processed off-cycle (handwrites), enter the same Check Date associated with the handwrite(s) in the *Check Begin Date* field and the *Check End Date* field. In the example below, the report will include all handwrites generated on 8/21/2015.

Home > Agency HRIS Payroll Reports > Payroll Transactions Detail Report		
AGENCY	ATTORNEY GENERAL (DEPT OF LAW)	Check Begin Date 08/21/2015
Check End Date 08/21/2015		

If the exact date the handwrite was generated is unknown, or if you would like to view all handwrites processed during a period of time, enter a date range in the *Check Begin* Date and *Check End Date* fields. In the example below, the report will include all handwrites generated between 8/21/2015 and 8/23/2015.

Home > Agency HRIS Payroll Reports > Payroll Transactions Summary Report		
AGENCY	ATTORNEY GENERAL (DEPT OF LAW)	Check Begin Date 08/21/015
Check End Date 08/23/2015		

E. Run and Download/Save the Report
   1. **Click** View Report

Home > Agency HRIS Payroll Reports > Payroll Transactions Summary Report		Home	My Subscriptions	Help
AGENCY	ATTORNEY GENERAL (DEPT OF LAW)	Check Begin Date 08/21/015	View Report
Check End Date 08/23/2015		

2. The report will then be displayed according to the defined parameters

3. **Click** on the '**Save As**' drop down icon to download the report in one of the available formats

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Note: Data can be downloaded in the following formats:
- CSV – recommended when your agency will want to manipulate the reporting data

- PDF – capturing the report in its current format
- XML file with report data
- MHTML (web archive)
- Excel
- TIFF file
- Word

Once the report has been downloaded in the desired format, the user can manipulate the data to meet their specific needs (e.g. sort, filter, add subtotals/totals, create pivot tables, etc.).

F. To Return to the Report Listing

   1. **Click** on **Agency HRIS Payroll Reports** to select another report

Requesting Security to *HRIS Data Warehouse Reporting Services* via the Online Support Ticket System

In order to gain access to the *HRIS Data Warehouse Reporting Services*, an HRIS Security Request form must be completed for each user and submitted to the HRIS Security team for processing. **Please note: the HRIS Security Request form must be submitted by a designated security administrator, or the request will be rejected.**

Procedure:
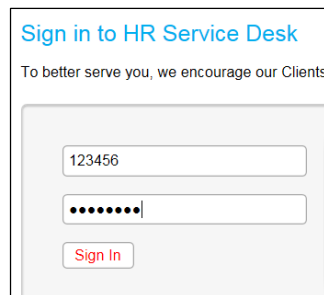
    A. Request access through the online support ticket system

        1. Access the HR Services desk using the following link https://hrservicedesk.azdoa.gov/

        2. Click on the **'Open a New Ticket'** button
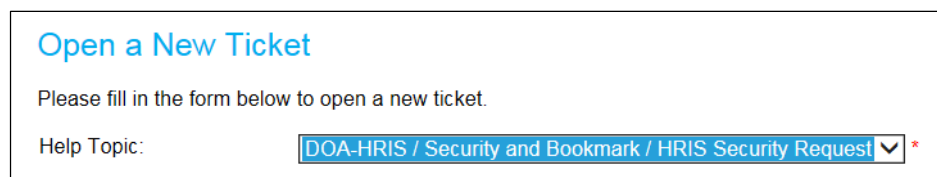
        3. Enter your **Y.E.S. username** and **password** and click the **'Sign In'** button

        4. Select **'DOA-HRIS / Security and Bookmark / HRIS Security Request'** from the *Help Topic* drop down list

5. Enter today's date in the **'Date'** field, and select the option that applies to the user from the *Action* drop down list

Note: when selecting an *Action*: descriptions of each option can be found directly below the *Action* drop down box

6. Select **'No'** from the *Remove all HRIS Access* drop down box

7. Select your agency from the **Agency** drop down box

8. Enter the Employee's **EIN, Last Name, First name**, and **date the training was completed** (CBT: HRIS0071-Data Warehouse Training) in the *Employee* fields

9. Select **'HRIS Warehouse Reporting Specialist'** from the *Job Roles and Permissions* drop down box

10. Do not specify any ranges on the *Process Level* section of the form, as the Payroll Reports are only available on an agency-wide basis

PROCESS LEVEL

If a single process level, only fill in "from" and leave "through" blank. If more than four Process Level Intervals are needed, fill in manually in the typed details section of the form.

From: — Select —
Through: — Select —
If applicable

&
From: — Select —
Through: — Select —
If applicable

&
From: — Select —
Through: — Select —
If applicable

&
From: — Select —
Through: — Select —
If applicable

11. Under the *Security Level & Security Location* section, enter **'HRIS Data Warehouse Rpt Svc'** in the *Security Location* field, and **'R'** (to indicate the user's ability to run on-demand reports) in the *Level* field

SECURITY LEVEL & SECURITY LOCATION

I = Input
Denotes that user will have input access (includes V/R)
V = View only
Denotes that user will have view only access
R = Reports
Allows users to generate on-demand reports

Security Location: HRIS Data Warehouse Rpt Svc
Level: R

12. Under the *HRIS Warehouse Request* section, check the *Payroll Reports* box

HRIS WAREHOUSE REQUEST
Reports: 1 selected

✔ Check all   ✗ Uncheck all

☐ MAP Reports
☐ Talent Acquisition Reports
☐ HRIS Training Reports
☐ DOC MAP Reports
☐ HR Reports
☑ Payroll Reports

SPECIAL REQUESTS
Comments::

CONTACT INFORMA

13. Enter the contact information specific to your agency/department

CONTACT INFORMATION
SUPERVISOR/MANAGER
Name:
Email:
Phone #:
SECURITY ADMINISTRATOR
Name:
Email:
Phone #:
SECURITY APPROVER
Name:
Email:
Phone #:

14. The *Issue Summary* and *Issue Details* fields are required fields. You can enter the following information in both fields

15. Review the entire form for accuracy, and then click the **'Create Ticket'** button to submit your request to the HRIS Security team

16. If you have any questions regarding the completion of this form, contact the HRIS Help desk for assistance by emailing hrishelpdesk@azdoa.gov